



REQUEST FOR PROPOSALS (RFP) FOR TIME CLOCK PROJECT

RFP Title: Time Clock Project

RFP Response Due Date and Time:
5 p.m., Mountain Time / May 13, 2020

Number of Pages
(including cover): 6

Issue Date:
April 7, 2020

ISSUING AGENCY INFORMATION

Flathead County Commissioners' Office
800 South Main Street, Room 302, Kalispell, MT 59901

Single Point of Contact (SPOC): Tammy Skramovsky, (406) 758-5522, tskramovsky@flathead.mt.gov

Website: <http://flathead.mt.gov/commissioner/>

INSTRUCTIONS TO FIRMS

Return Sealed Proposals to:

Flathead County Commissioners' Office
800 South Main Street, Room 302
Kalispell, MT 59901

Mark Face of Envelope/Package with:

RFP – Time Clock Project

Special Instructions: Include this completed cover page with your proposal.

FIRMS MUST COMPLETE THE FOLLOWING

Firm Name/Address:

(Name/Title)

(Signature)

Print name and title and sign in ink. By submitting a response to this RFP, offeror acknowledges it understands and will comply with the RFP specifications and requirements.

Type of Entity (e.g., corporation, LLC, etc.)

Phone Number:

E-mail Address:

FAX Number:

RESPONDENTS MUST RETURN THIS SIGNED COVER SHEET WITH RFP PROPOSALS

REQUEST FOR PROPOSALS TIME CLOCK PROJECT

Flathead County is seeking proposals from firms experienced in timekeeping software and hardware for approximately 600 employees. Services needed include creation, installation, and maintenance of timekeeping hardware and software in multiple locations, including remote access, with the functionality to integrate into current payroll software. The project is expected to begin July 2020 and be completed January 2021.

SCOPE OF WORK:

The services to be provided, at a minimum, shall include:

- Software that can provide the following functionality:
 - Integrate with current payroll system: Tyler Technologies – Eden Payroll
 - Installation on a variety of devices (time clock, smartphone, tablet/mobile device, computer, landline phone)
 - Employee access to clock from multiple locations/devices
 - Kiosk mode for fast clock in/clock out
 - Various rounding rules for certain groups of employees
 - Time off requests for future and past absences, including date/time stamp of request and date/time stamp when supervisor approved or denied
 - Automatic entry of approved time off requests onto the applicable timesheet with ability to adjust if not used in full or in part
 - Employee computer access for extended reporting (history, current payroll, pending and approved time off requests, etc.)
 - Supervisor computer access for extended reporting and approval processes
 - Restricted ability for employee to switch positions at clock or computer
 - Restricted ability for employee to allocate time to particular project at clock or computer
 - Geolocation reporting for time entry on mobile devices
 - Automatic specialty pay based on defined policies and specific positions (shift differential, on call, lead pay)
 - Auto populate holiday hours based on defined rules for different groups of employees, including prorated holiday hours for part time employees based on current and past payroll information
 - Visual indicator of missed punches, schedule violations, and overtime thresholds
 - Handle various rules according to position group (union contracts, etc.) regarding overtime after 8 or 10 hours in a day, or after 40 hours in a week, including holiday hours as base hours, and options for comp time vs overtime
 - Ability to establish a maximum cap on comp time earned based on employee group
 - Handle shifts that extend beyond the midnight hour
 - Handle complex scheduling rotations
 - Accounts for daylight savings time

- Option to populate unpaid lunch break period at end of shift for workers that do not have access to time clock mid-day (remote workers during work day)
- Multilevel time approval system, with ability for supervisor to approve/reject in mass or by transaction
- Security of information stored:
 - All in transit communications shall be secured using TLS 1.2 encryption, with a support for TLS 1.3 in the future.
 - For cloud hosted solutions, all data shall be secured in a “Government Cloud” solution with data sovereignty to the U.S. and that stored data must be encrypted at rest and in transit.
- Handle intermittent connectivity issues, such as when a smartphone or tablet loses cellular data service. The software must allow for multiple time clock punches to occur, for later transmission when cellular service is restored, or when the device connects to WiFi service.
- Hardware that can provide the following functionality:
 - Approximately 70 units in a number of locations
 - Security of personally identifying information:
 - Secure storage of personal identity information, using a hash-based algorithm, if biometric factors are used.
 - Secure transmission of biometric information, following the WS-Biometric Devices protocol, if biometric factors are used.
 - Ease of access to meet ADA requirements
 - Durability in potentially hazardous locations

TARGET PROJECT TIMELINE

<u>Event</u>	<u>Date</u>
Deadline for receipt of written questions on RFP	April 30, 2020
RFP question responses posted on County website	May 1, 2020
RFP proposals due to Commissioners Office	May 13, 2020
Top firms selected and notified	June 5, 2020
Demonstration/interviews with top firms	June 2020
Contract award to selected firm	July 2020
Programming, installation, testing, training	July – December 2020
Go live in order of selected departments	January - February 2021
Project completion	March 2021

RFP SUBMITTAL TERMS:

The Single Point of Contact (SPOC) for this solicitation is:

Tammy Skramovsky
Flathead County Human Resource Office
800 S Main St, Room 219
Kalispell, MT 59901
(406)758-5522, tskramovsky@flathead.mt.gov

Questions about this RFP must be submitted via e-mail or in writing to the SPOC by 5:00 p.m. on April 30, 2020. No additional project questions will be addressed after this date. A response addendum listing all questions received and Flathead County's responses will be posted by 5:00 p.m. on May 1, 2020 on the Flathead County Commissioners' webpage at: https://flathead.mt.gov/commissioner/documents/rfp_timeclock_project_answers.pdf. It is the responsibility of each firm to check the website if it is interested in the questions received and the responses provided by Flathead County.

Qualifications/proposals must be submitted to the ***Clerk to the Board of County Commissioners, 800 S Main St, Room 302, Kalispell, MT 59901***, no later than **5:00 p.m. on May 13, 2020**. No late, faxed, or emailed proposal submittals will be accepted. Six (6) paper copies and one (1) electronic copy of the RFP response must be submitted in a sealed envelope. Please label the outside of the sealed envelope with: **RFP-Time Clock Project**. Sealed responses are scheduled for opening by the Board of Commissioners at 10 a.m. on Thursday, May 14, 2020 in the Commissioners Chambers, third floor, Flathead County Courthouse.

PROPOSAL CONTENT:

Proposals should demonstrate that the firm has the professional capability and availability to satisfactorily and timely complete all tasks as described in the Scope of Work section of this RFP. Responses should include:

1. The firm's legal name, address, telephone number, and principal contact email address;
2. The principal(s) of the firm and his/her/their experience and qualifications;
3. The experience, qualifications and assigned roles of any and all staff to be assigned to the project;
4. A description of the firm's prior experience of any similar timekeeping projects;
5. A description of the firm's current work activities and how these will be coordinated with the project as well as the firm's anticipated availability during the term of the project in order to meet the project deadline;
6. The proposed work plan and schedule for activities to be performed;
7. Itemized costs for hardware, software, installation, programming, training, tech support, maintenance fees, and any other expense to complete the Scope of Work section of this RFP;

8. A minimum of three references that are knowledgeable regarding the firm's recent performance on projects, including the company name, contact person, contact telephone number, and contact email address along with a description and completion date of the project performed. These references may be contacted to verify a firm's ability to perform the contract. The County reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract. (Negative references may be grounds for proposal disqualification.)

Subject to exceptions provided by Montana Law, all information received in response to this RFP, including copyrighted material, is public information. Proposals will be made available for public viewing and copying shortly after the proposal due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other Constitutional protections. The County will provide a hard copy of the RFP responses for interested parties to review during regular business hours at the County Commissioners' Office, 800 South Main Street, Room 302, Kalispell, MT. If interested parties would like a copy of the RFP, one will be provided on a disk for a charge of \$1.00 per disk copy.

EVALUATION CRITERIA:

Respondents will be evaluated and scored according to the following factors:

1. The firm's ability to meet project specifications, timelines, and budget requirements – 30%
2. The firm's related experience on similar projects – 25%
3. The qualifications and experience of the professional personnel to be assigned to the project, including reference checks – 25%
4. Recent and current work for the agency – 15%
5. Location of firm – 5%

SELECTION PROCESS:

Upon receipt of responses, selection committee members will evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. Highest ranking firms may be asked to attend an interview or Flathead County may opt to open direct negotiations with the firm that presents the most qualified, highest scoring proposal. If interviews are conducted, finalists are encouraged to demonstrate their ability to meet project criteria, bring any examples of related work, and provide any other pertinent project information. Contract negotiations will commence with the highest-ranked firm. The contract will be awarded upon reaching an appropriate price for this work. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. Unsuccessful firms will be notified as soon as possible.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

The project involves installing timekeeping devices and/or software, and no future work is implied or guaranteed. Flathead County reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability. Payment and contract terms will be negotiated with the selected firm. Firms interested in contracting with Flathead County are minimally required to provide a certificate of coverage showing at least \$1,000,000 worth of business liability insurance, \$1,000,000 worth of auto coverage, and proof of work compensation coverage (or an independent contractor's exemption certificate). A signed W-9 form is also required.

In no event shall any official, officer, employee or agent of Flathead County be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While Flathead County has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the County to award and execute a contract. Upon a determination such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Not award a contract, if it is in the County's best interest not to proceed with contract execution; or
- If awarded, terminate any contract if the County determines adequate funds are not available.

Flathead County is an Equal Opportunity Employer.